

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE/BRANCH	
Caltrans Landscape Maintenance Leadworker	D6/Maintenance/North Region/Fresno Area, 1626	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Maintenance Leadworker	906 - 650 - 6296 - _ _ _	October 1, 2015

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:**

Under the direction of a Caltrans Maintenance Supervisor, the incumbent will assist the supervisor in planning and scheduling work, and in the field will oversee and lead the crew in landscape vegetation management, illegal encampment abatement, integrated pest management and litter control. Incumbent may assume the duties of the supervisor and in his/her absence, plan and schedule projects, maintain records, prepare reports and train subordinates.

**TYPICAL DUTIES:**

Percentage	Essential (E) Marginal (M) <sup>1</sup>	Job Description
50%	(E)	<p>Work with and assist in the supervision of a crew engaged in landscape maintenance projects on highway roadsides; pruning, thinning, removing and replacing plantings. Weed and litter removal.</p> <p>Utilization of manual methods, hand-tools and power-tools. Ensure compliance with Caltrans Storm Water Program during all operations.</p> <p>Operation of motor vehicles requiring a "Class B" Commercial Driver's License.</p> <p>Operation of motorized equipment including making adjustments and/or minor repairs.</p> <p>Data input using Caltrans' "Integrated Maintenance Management System" (IMMS).</p>
25%	(E)	<p>Abatement of illegal encampments within Caltrans' Right-of-Way; hazard identification, debris removal, preservation of seized property and record keeping.</p> <p>Installation of Temporary Traffic Controls to create safe work zones.</p> <p>Support the Department's training goals. Attend trade specific training to remain current with evolving landscape maintenance methods. Attend compliance training as required by regulations. Assist the supervisor in training of crew members.</p>
15%	(E)	<p>In the absence of the supervisor, assume supervisory duties, complete necessary timekeeping, record keeping, safety training and planning and scheduling projects for the crew. During winter, assist in the scheduling, coordinating and direction of the crew involved in storm related highway maintenance operations.</p>

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- 10% (M) Assist with various administrative tasks including obtaining quotes for the purpose of purchasing landscape maintenance supplies.

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Position requires personal leadership characteristics while working with a crew of Equipment Operators, Landscape Workers and Special Programs Personnel (including volunteers, parolees, probationers and/or inmates), to safely complete assignments made by the supervisor.

Will act as Caltrans Maintenance Supervisor in his/her absence.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

#### MUST HAVE THE ABILITY TO RECOGNIZE UNSAFE SITUATIONS AND TAKE IMMEDIATE ACTION

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Commercial Driver's License (CDL), class B with tank endorsement [N] issued by the California Department of Motor Vehicles.
- Qualified Applicator's Certificate (QAC) with Right-of-Way endorsement [C] issued by the California Department of Pesticide Regulations.

Must be able to direct the work of others, analyze situations accurately and take immediate, effective action.

The incumbent is expected to have a working knowledge of the methods, materials, tools, and equipment used in maintaining highway landscaping; ground cover, shrubbery and trees. Makes effective applications of herbicides and fertilizers.

The incumbent must be able to read and interpret blue prints, work from schematics, drawings, and written specifications; operate power tools, machines and equipment used in landscape and construction trades work; estimate materials needed; maintain records and prepare reports; follow oral and written directions and work well with others. Must be able to read and write at a level appropriate to the classification.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

Must have knowledge of safe work practices and know the Leadworker's role in Department's Injury and Illness Prevention Program.

Must have a basic understanding of Safety and Health Policies and General Industrial Safety Orders and the Construction Safety Orders.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

When confronted with emergency situations, the Landscape Maintenance Leadworker judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

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### **PUBLIC AND INTERNAL CONTACTS**

At times, the incumbent will be required to work with California Highway Patrol representatives, other government agency representatives and members of the public. Will work with various levels of Caltrans employees, supervision and management, will observe the chain of command to keep the supervisor apprised of all matters. May be loaned to other crews.

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### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

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### **WORK ENVIRONMENT**

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic. Highway Right-of-Way in this area is attractive to trespassers who commonly erect illegal encampments. The encampments are prone to; rodent infestation, biological wastes and illicit drug paraphernalia. Assisting in the abatement of these camps is an essential function of this position.

Will be required to work with and around heavy equipment, pressurized chemicals such as pesticides and fertilizers used in landscape maintenance work. Incumbent can expect to be outside in all types of weather and environmental conditions. Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. Work-shift changes may occur due to workload or weather related circumstances.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

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EMPLOYEE (print)

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EMPLOYEE (signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (print)

Ronald Richardson

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SUPERVISOR (signature)

DATE